

NAF PERSONNEL OFFICE, Sub- Region

MWR Dept., VQ, Weapon Station, FISC Cheatham Annex

VACANCY ANNOUNCEMENT

4/5/04

Does not confer to Civil Service Status

POSITION: **Recreation Aid/Assistant (Fitness)** ANNOUNCEMENT# **YT 36-04**
NF-0189-01/02
Salary: \$ 8.00 - \$ 10.00 per hour
LOCATION: MWR Dept./Fitness and Sports Division/NSA CLOSING DATE: Open Until Filled
Yorktown, VA 23694

AREA OF CONSIDERATION: Open
NOTE: No relocation costs will be paid

(1) Position, Flexible
Direct Deposit of salary is a condition of employment

DUTIES: Provides instruction and demonstrates the use of equipment. Supervises the patron's use of equipment and method of exercise to ensure proper techniques for free-weights, resistance equipment and cardiovascular equipment. Demonstrates proper warm-up and cool down procedures. Consistently promotes appropriate practices. Ensures all customers are briefed on the rules and regulations of the Fitness Center and reinforces as necessary. Schedules, develops and instructs personalized fitness training programs under the supervision of the Fitness Instructor. Suggests means for modifying cardiovascular risk factors and weight loss, improvement in strength, flexibility and generic nutrition without advising customers on medical conditions or acting in the capacity of a medical doctor or physical therapist. Ensures customers have received indoctrination for the Nautilus equipment prior to using the Fitness Center. Answers questions regarding programs offered through the Fitness Center and/or other MWR facilities/services available to the customer. Establishes and maintains files, records and logs by way of a computer database. Performs routine inspections of all fitness equipment, continually checking the cleanliness of the equipment and facility. Cleans and straightens all areas of the Fitness Center on a continuing basis as needed. Performs minor repairs to equipment using repair manual procedures, reporting any broken equipment to supervisor. Ensures any malfunctioning equipment is properly secured until repaired. May be required to operate a cash register, maintain a change fund, collect money and complete a Daily Activity Report (DAR). Performs other related duties as assigned.

QUALIFICATIONS: Training in physical education, exercise science and fitness is desired with a variety of fitness equipment including resistance/selectorized machines, computerized cardiovascular equipment and free weights. Must possess an adequate level of physical fitness to demonstrate all equipment and exercises. Must possess sufficient maturity, communication and interview skills to appropriately address patrons, and make positive and well received suggestions on personal fitness goals and methods to attain them. Must possess sufficient written communication skills to assist with compiling and preparing written documentation and reports. Considerable tact, diplomacy, and finesse are required when interacting with individuals to maximize the development of goals and objectives for their physical-conditioning program. Incumbent shall be required to successfully complete a Certified Instructor/Trainer certification; Cardiopulmonary Resuscitation (CPR) Instructor certification; and First Aid certificate prior to promotion to the full performance level. Must be able to lift up to 45 lbs unassisted.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown VA 23691.

-**MAILING ADDRESS:** NAF Personnel Office, P O BOX 32, Lackey VA 23694-0032.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.